

CONTRACT COMPLIANCE CHECKLIST

- _____ 1. Affirmative Action Plan
- _____ 2. Equal Opportunity/Affirmative Action Policy Statement
- _____ 3. Copy of Policy Statement submitted to all employees
- _____ 4. Name and Address and Workforce Analysis of Subcontractors to be used (RIEEO 1 CC7-89)
- _____ 5. Name, address of all minority and non-minority subcontractors invited to submit bids
- _____ 6. Copy of employment application
- _____ 7. Copy of newspaper advertisement with "Equal Employment Opportunity" clause
- _____ 8. Identification by name, sex, race, date of hire, position held, and date of all minorities and females hired since your last bid review
- _____ 9. Copies of all late 257 Monthly Employment Utilization Reports
- _____ 10. Copy of the Section of the Union Contract with the EEO Clause included
- _____ 11. Employee handbook, if compliance information and policy statement is included
- _____ 12. Criteria used for recruitment and hiring:
 - a) labor organizations _____
 - b) minority organizations _____
 - c) word of mouth _____
 - d) walk-ins _____

Summary of Discussion or Action

COMPANY

SIGNATURE AND TITLE OF COMPANY REPRESENTATIVE

DATE

SIGNATURE AND TITLE OF STATE E.O. REPRESENTATIVE

DATE